

March 25, 2008

Dear Friends:

Save the date! The Cambridge Arts Council is planning the 29th *Cambridge River Festival*, on **Saturday, June 14th 2008**, from 12Noon to 6pm! As always, we are excited about producing this celebration of the arts, and would like to invite your organization get involved.

At the festival site, there will be a designated area for local arts and cultural organizations, community groups, and other Cambridge-based nonprofit organizations to come and promote their programs and events. If you would like to take advantage of this great opportunity, please fill out the enclosed form.

Please keep in mind our guidelines:

1. Your group must be a **nonprofit** organization.
2. Space is free of charge, but you **need to bring your own set-up including table and chairs**.
3. Your table/booth **must be manned throughout the day** to provide information and interact with festivalgoers.
4. Due to licensing guidelines, you will **not be allowed to sell** anything at the festival.

Please include samples of any materials to be distributed with the application form. We will need to review and approve all materials and promotional items, so please let me know if you have any questions.

There is always a high demand for a Community Table at the *Cambridge River Festival* and we have limited space. Therefore, we will give preference to arts and cultural groups and other Cambridge-based organizations. Please return the completed form to the Cambridge Arts Council **no later than April 30th, 2008**. We will be in touch by May 12th to let you know if we have space to accommodate you. If you have any questions, please contact me at 617/349-4392 or by e-mail at CRF_Community_Tables@cambridgeMA.gov.

I hope to see you at the River Festival so that together we might further enrich our Cambridge community!

Sincerely,

IRO

Iro Keramopoulou
Community Tables Coordinator

Enclosure: Community Table Application

2008 APPLICATION INFORMATION

ORGANIZATION

CONTACT NAME

PHONE NUMBER

E-MAIL ADDRESS

ADDRESS

CITY, STATE & POSTAL CODE

ORGANIZATION WEBSITE

Please provide a description of the organization and the proposed activity in the space provided below:

RETURN TO:

CRF Community Tables
Cambridge Arts Council
344 Broadway, 2nd Floor
Cambridge, MA 02139

Please return this application and samples of material to be distributed at the festival to the Cambridge Arts Council no later than April 30th, 2008.